



# iSupplier User Guide

**Garland Independent School District**

**PURCHASING DEPARTMENT**

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**501 SOUTH JUPITER ROAD**

**GARLAND, TEXAS 75149**

**972-487-3009**



## INTRODUCTION

# Welcome to Oracle iSupplier!

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Oracle iSupplier is equipped with a Help section on each page if you require assistance.

The following pages have been designed as a supplement to the existing help screens and to help you navigate through your Oracle iSupplier experience.

Screen shots have been incorporated to help make your journey a smooth one. Notes, outlined in red, have been strategically placed on each screen for ease of reading. Red arrows and highlights have also been inserted for clear indication of topic.

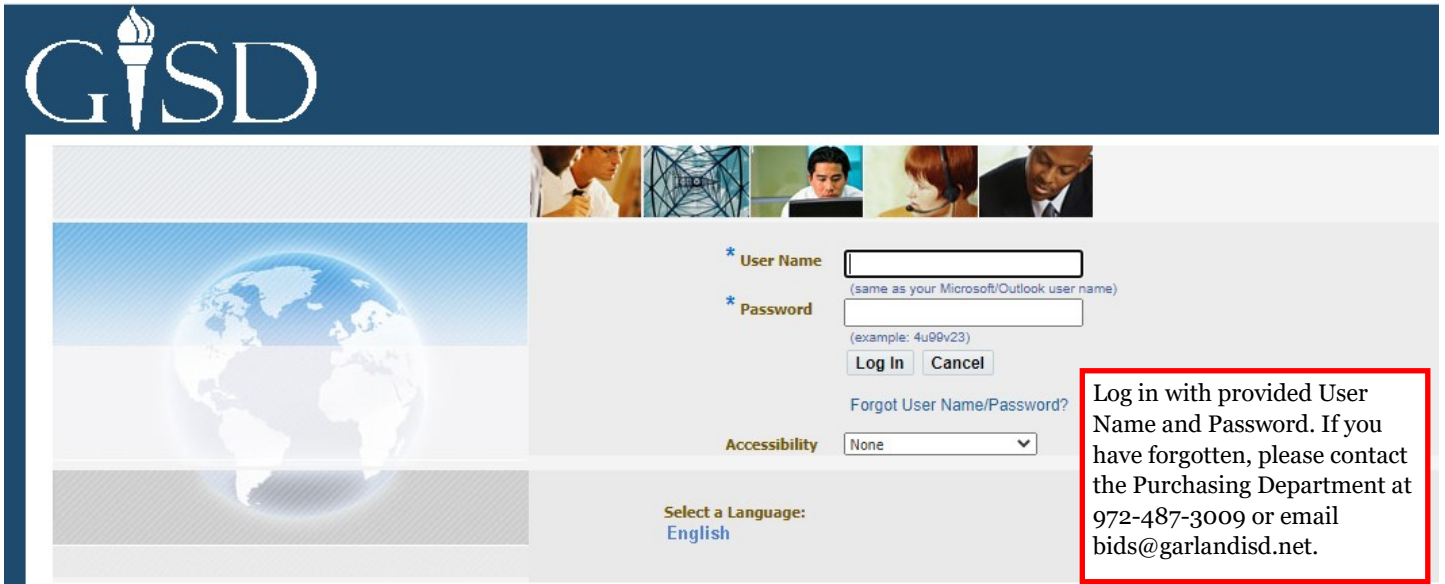
Remember at any time the Help Icon may be used for additional aide. If you are still uncertain or have further questions, please feel free to contact the Purchasing Department at 972-287-3009 or email us at [bids@garlandisd.net](mailto:bids@garlandisd.net).



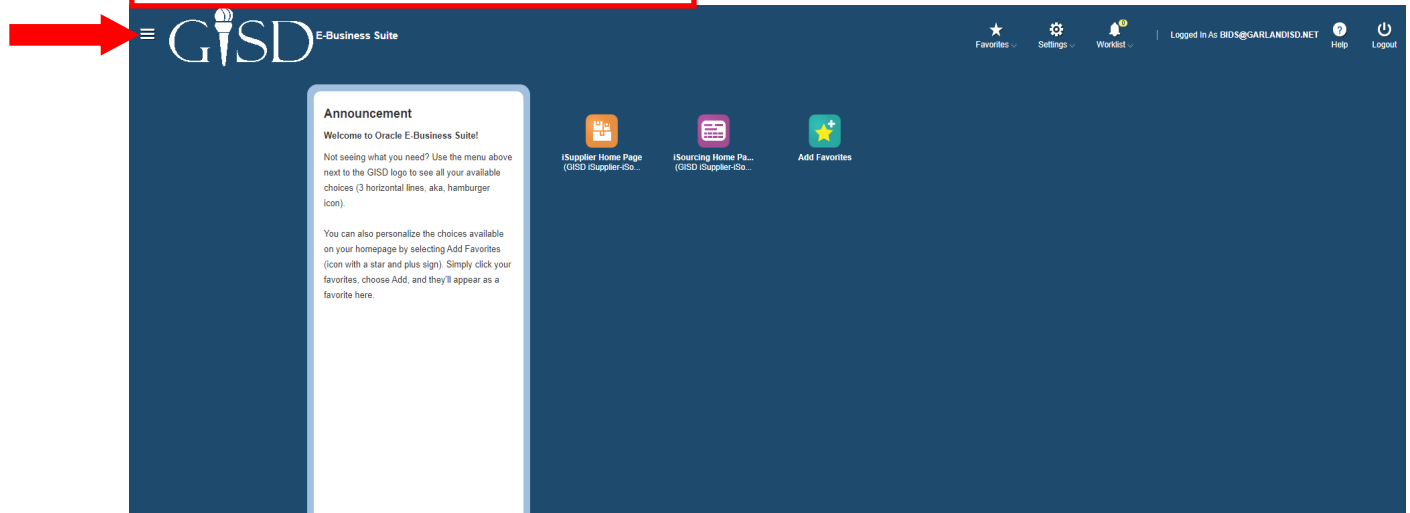
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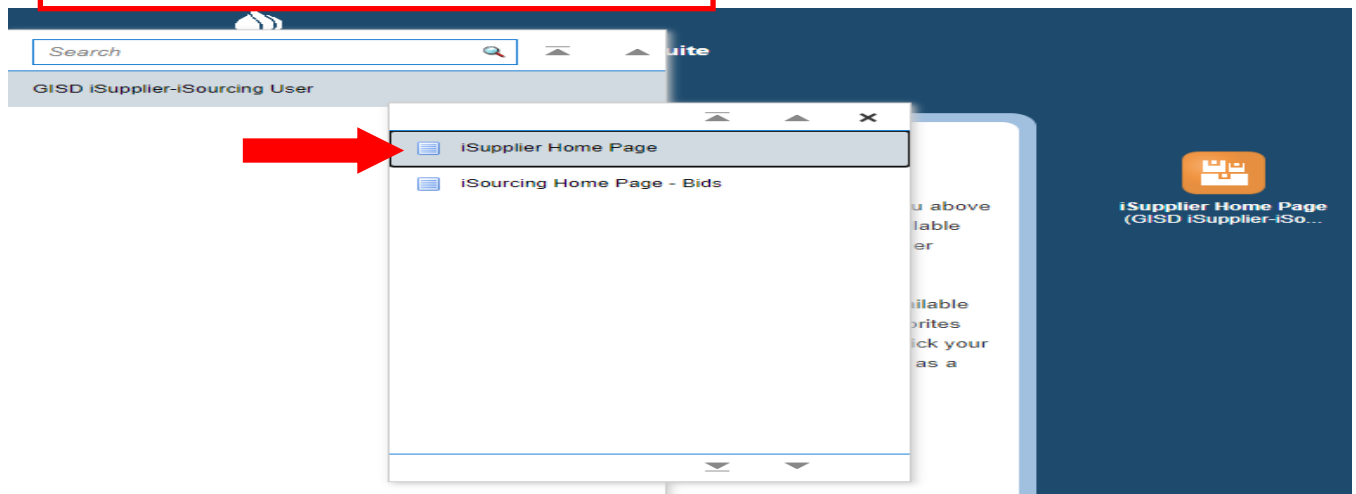
# 1. Login Screen



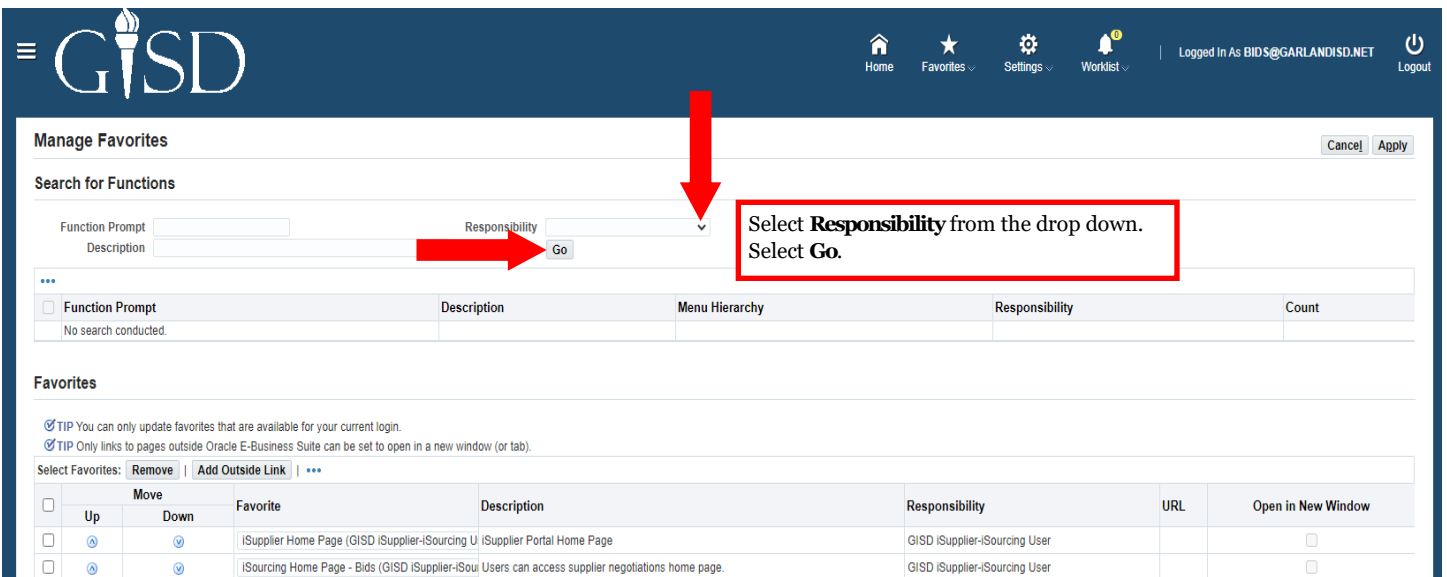
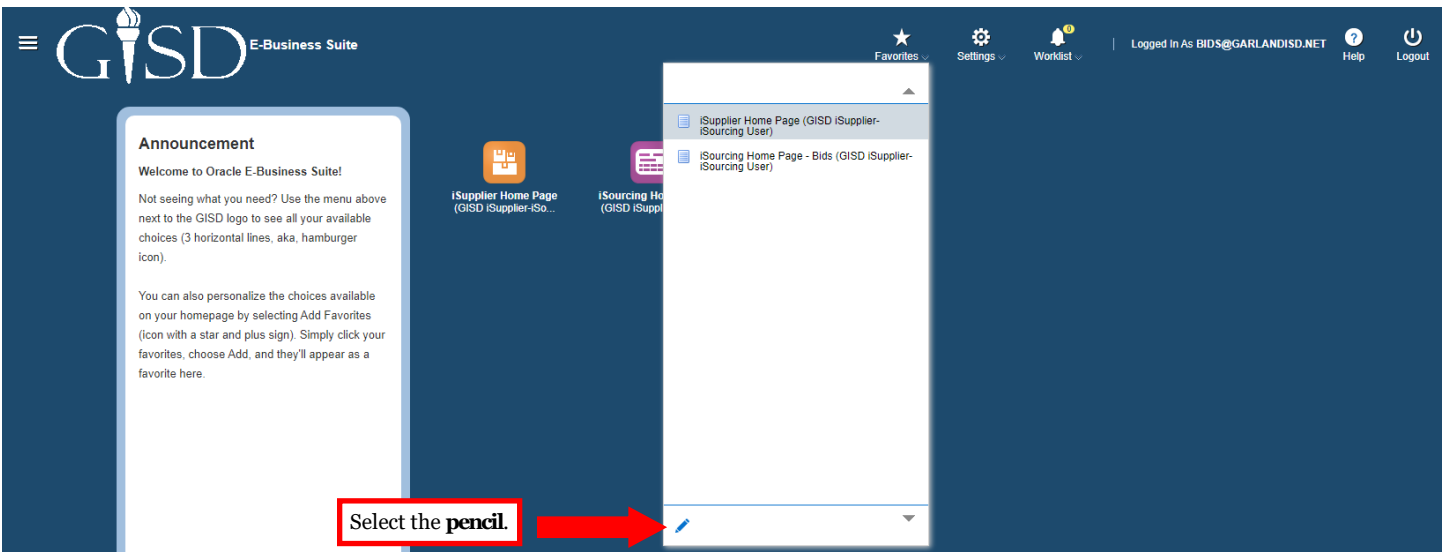
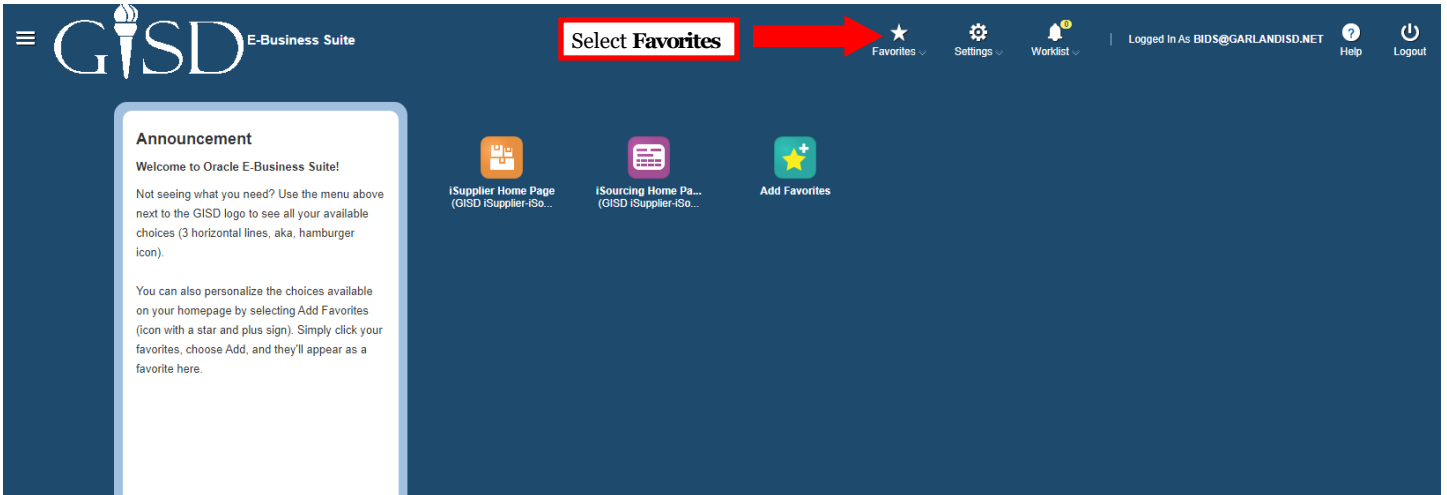
Once in Oracle, click on the 3 horizontal lines



From Drop Down Menu, select **iSupplier Home Page**



## 1.1 How to add a Responsibility Icon as a Favorite



## 1.1 How to add a Responsibility Icon as a Favorite continued

**Manage Favorites** Cancel Apply

**Search for Functions**

Function Prompt  Responsibility  Go

Select Functions: Add to Favorites | ...

<input type="checkbox"/>	Function Prompt	Description	Menu Hierarchy	Responsibility	Count
<input type="checkbox"/>	Home Page			GISD Internal iSupplier	0

**Favorites**

TIP You can only update favorites that are available for your current login.  
 TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Select Favorites: Remove | Add Outside Link | ...

<input type="checkbox"/>	Move	Favorite	Description	Responsibility	URL	Open in New Window
	Up	Down				
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>				<input type="checkbox"/>

The responsibility chosen will be listed here.  
Select **Add to Favorites**.

Select **Apply**.  
Go back to the **Home Page** and the icon should appear.

**Manage Favorites** Cancel Apply

**Search for Functions**

Function Prompt  Responsibility  Go

...  
 Fun  
No

If you would like to remove an icon, Select the responsibility from the list and Select **Remove**.

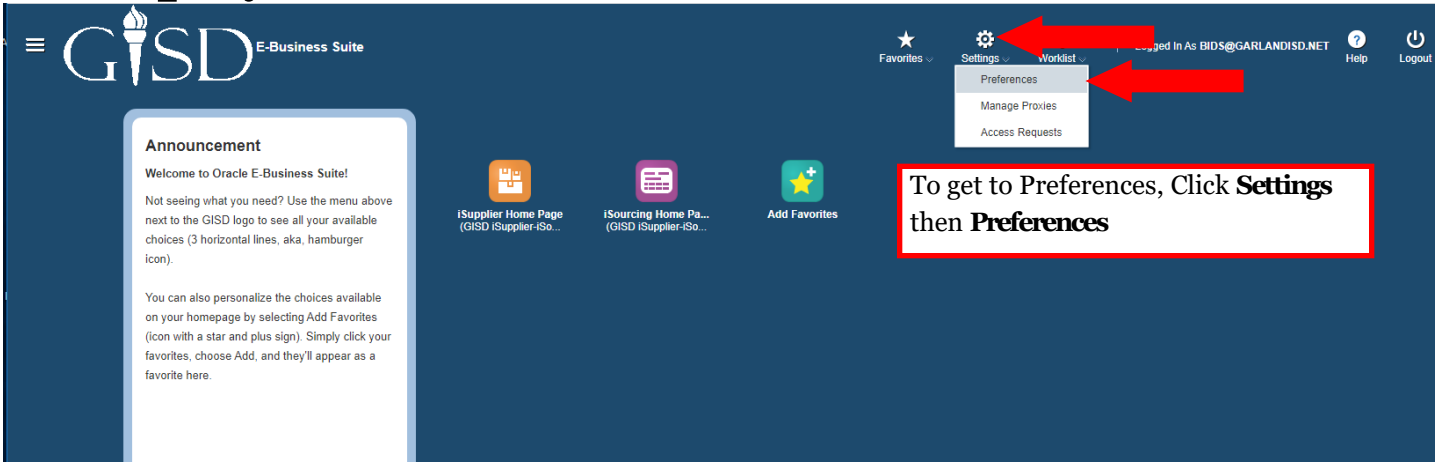
**Favorites**

TIP You can only update favorites that are available for your current login.  
 TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

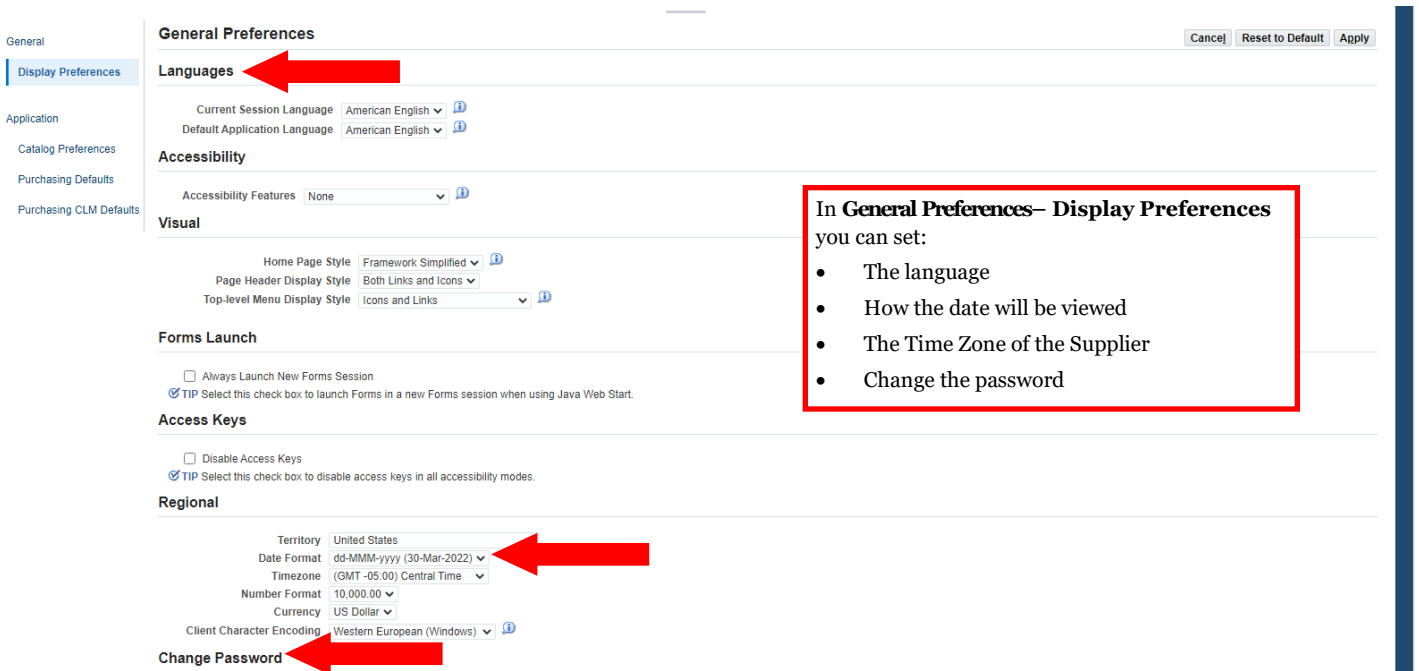
Select Favorites: Remove | ...

<input type="checkbox"/>	Move	Favorite	Description	Responsibility	URL	Open in New Window
	Up	Down				
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	iSupplier Home Page (GISD iSupplier-iSourcing U	GISD iSupplier-iSourcing User		<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	iSourcing Home Page - Bids (GISD iSupplier-iSoui	GISD iSupplier-iSourcing User		<input type="checkbox"/>

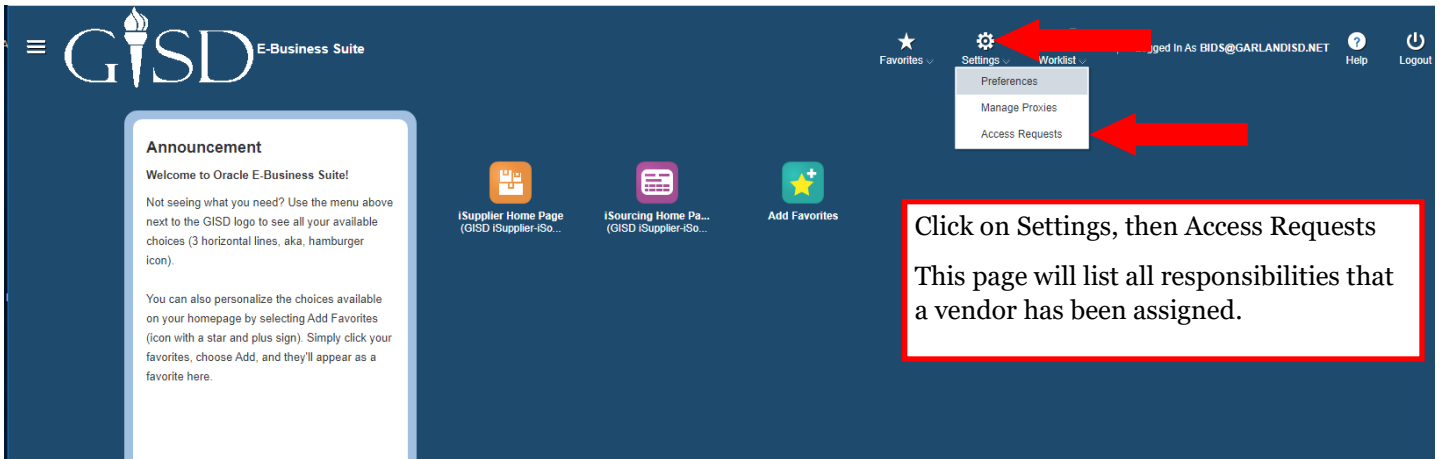
## 2. Display Preferences



### 2.1 Display Preferences



### 2.2 Access Requests



# 3. Supplier Home

The Supplier Home Icon enables the supplier to see quickly **Notifications, Orders At A Glance, and Shipments At A Glance**. By choosing one of the topics, the supplier will see any of the notifications that need to be addressed, all orders either pending or fulfilled and shipments delivered and received.

Search PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Description	Order Date
No results found.		

**Planning**

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices

**Payments**

- Payments

## 3.1 Notifications

From here you can click on the drop down menu and choose your search or you may type in your search in the box next to it. Then Click **GO**

Search PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Description	Order Date
No results found.		

**Planning**

**Orders**

- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices

**Payments**

- Payments

To view a notification in any section Click on **Full List**

Search PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Description	Order Date
No results found.		

**Planning**

**Orders**

- Agreements
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices

**Payments**

- Payments



View: Open Notifications Go

From	Type
There are no notifications in this view.	

Once you have made your choice on the previous page, your notifications will be listed. You can see the status of that notification for that particular message. You can also click on the Subject of a particular notification and see all the information.

After clicking on the subject of the notification, it will give you all the information on that particular message.

### 3.2 Orders at a Glance

Search: PO Number Go

Click on Full List to view

Click on Full List to view

**Planning**  
**Orders**  
 • Agreements  
 • Purchase Orders  
 • Purchase History  
**Shipments**  
 • Delivery Schedules  
 • Overdue Receipts  
**Receipts**  
 • Receipts  
 • Returns  
 • On-Time Performance  
**Invoices**  
 • Invoices  
**Payments**  
 • Payments

Purchase Orders Agreements View Requests Purchase History RFQ

**Purchase Orders**

Views

View: All Purchase Orders Go

By Clicking on Full List, you will see all the POs. This will give you the same information as the Orders Icon (at the top) will provide. See screen shots labeled Orders, for further instructions on navigation.

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History	Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
					5245016	2	Garland ISD	Standard PO	Testing PO Functionality - DO NOT PAY	05-Dec-2013 12:56:45	Booker, Mark A	USD	5.00	Finally Closed			

### 3.3 Shipments at a Glance

By Clicking on the **Shipments Icon**, you will see all your Shipments

The screenshot shows the GSD iSupplier Portal home page. The top navigation bar includes Home, Favorites, Settings, Worklist, and user information. Below the navigation bar are icons for Supplier Home, Orders, Shipments, and Finance. A red arrow points to the Shipments icon, which is enclosed in a red-bordered text box with the instruction: "By Clicking on the Shipments Icon, you will see all your Shipments". Below the icons is a search bar and a "Go" button. The main content area features a "Notifications" section with a "Full List" link, an "Orders At A Glance" section with a "Full List" link, and a right-hand sidebar with a "Planning" menu containing links for Orders, Shipments, Receipts, and Invoices.

On the Home page, if you click Full List for Shipments At A Glance it will take you to this screen. From here you can pull down the menu and search. This will pull up any shipments you may have.

This screenshot shows the same home page as the previous one, but with the search dropdown menu open. A red arrow points to the dropdown menu, which contains options for PO Number, Shipment Number, Invoice Number, and Payment Number. A red-bordered text box contains the instruction: "On the Home page, if you click Full List for Shipments At A Glance it will take you to this screen. From here you can pull down the menu and search. This will pull up any shipments you may have." The "Orders At A Glance" section and the right-hand sidebar are also visible.

The screenshot shows the "Shipments" page in the GSD iSupplier Portal. The top navigation bar is the same as the previous screenshots. Below the navigation bar are icons for Supplier Home, Orders, Shipments, Finance, Product, Administration, Assessments, and Manage Supplier Br... The "Shipments" icon is highlighted with a dashed red box. Below the icons is a search bar and a "Go" button. The main content area features a "Delivery Schedules" section with a "Simple Search" form and an "Advanced Search" link. The "Simple Search" form includes fields for Organization, PO Number, Supplier Item, Item Number, Ship-To Location, Promised Date, and Need-By Date. A red arrow points to the "Go" button. Below the search form is a table with columns for Organization, PO Number, Supplier Item, Item Description, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Item Number, Supplier Config ID, Supplier, Supplier Location, Promised Date, and Need-By Date. The table currently shows "No search conducted."

### 3.4 Adding/Editing Catalog Items

Suppliers with approved catalogs have the ability to edit and add items to the catalog using catalog authoring. Call the Purchasing Department at **972-487-3009** to enable Supplier Authoring. The Purchasing Representative will enable authoring and provide you with the order number for your company.

Search PO Number  **Go**

**Insert the Global Purchase Agreement Number provided by the Purchasing Department into the search PO field and select Go.**

Notifications

Subject	Date
No results found.	

Orders At A Glance

PO Number	Description	Order Date
No results found.		

Planning Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

Purchase Orders

Views: All Purchase Orders

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
5245016	2	Garland ISD	Standard PO	Testing PO Functionality - DO NOT PAY	05-Dec-2013 12:56:45	Booker, Mark A	USD	5.00	Finally Closed			

**The Global Blanket Agreement should appear at the bottom of the page. Click on the PO Number to view the information.**

### 3.4 Adding/Editing Catalog Items continued

**Standard Purchase Order: 5245016, 2 (Total USD 5.00)**

Currency: USD

**Order Information**

General	Terms and Conditions
Total: 5.00	Payment Terms: NET 30
Supplier: TEST SUPPLIER FOR GISD USE ONLY	Carrier: FOB
Supplier Site: GARLAND1	Freight Terms: Prepaid
Supplier Contact Address: 501 S Jupiter, Garland, TX 75042	Shipping Control
Buyer: Booker, Mark A	<b>Ship-To Address</b>
Order Date: 05-Dec-2013 12:56:45	Address: Oracle Technology Group, 501 S Jupiter Road, Garland, TX 75042
Description: Testing PO Functionality - DO NOT PAY	<b>Bill-To Address</b>
Status: Finally Closed	Address: Garland ISD - Accounts Payable, P.O. Box 461228, Garland, TX 75046-1228
Note to Supplier	
Operating Unit: Garland ISD	
Sourcing Document	
Supplier Order Number	
Attachments: None	

**Actions:** View Change History, Go, Export

**Dropdown Menu:** Request Changes, Request Cancellation, View Change History, Printable View, **Edit Agreement**, View Related Contacts, View Products, View Invoices, View Payments

**Update Blanket Purchase Agreement**

Cancel | Actions | View Approval Work Flow | Go | Save | Approval Options | Submit

\* Indicates required field

**Search**

Header | Lines | Controls

Operating Unit: Garland ISD | Status: Approved | Currency: USD

**Add Lines:** Via Upload | Go | Download Lines | **Add 5 Rows: Agreement Lines Table** | Rows 1 to 30

*Line	*Type	Item/Job	*Description	Category	Unit	Price	Expiration Date	Actions
1	Goods		Print ThinkUp! ELAR Student	INSTRUCTION	Each	13.95		[Icons]
2	Goods			INSTRUCTION	Each	29.95		[Icons]
3	Goods		Print ThinkUp! ELAR Student	INSTRUCTION	Each	13.95		[Icons]

### 3.4 Adding/Editing Catalog Items continued

Update Blanket Purchase Agreement 5509489, Rev 159

Cancel Actions View Approval Work Flow Go Save Approval Options Submit

\* Indicates required field

Search

Header Lines Controls

Operating Unit Garland ISD Status Approved Amount Agreed 200,000.00 USD

Add Lines: Via Upload Go Download Lines **+**

Rows 1115 to 144

*Line	*Type	Item/Job	*Category	Unit	Price	Expiration Date	Actions
1251	Goods				7.99	13-May-2022	
1252	Goods				3.99	13-May-2022	
1253	Goods				7.99	13-May-2022	

Add 5 Rows: Agreement Lines Table

Do **not** enter data into the Item/Job field. This is for GISD internal inventory items only.

To add items, enter the appropriate data in the “Description Box (provide a detailed description of the good or service), Category, Unit and Price” fields. If this item or pricing is only available for a specific time period, enter the expiration date in the appropriate line(s). When all items have been edited or added Click the **Save** and **Submit** buttons.

Purchase Orders Agreements View Requests Purchase History RFQ

**Confirmation**  
Blanket Purchase Agreement has been submitted for approval.

**Supplier Agreements** Export

**Simple Search** Advanced Search

Note that the search is case insensitive

PO Number   
Global   
Effective-From Date   
Effective-To Date   
Go Clear

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload
		Yes	Blanket Purchase Agreement		Roberts, Misty Sue	13-Apr-2022 15:00:22	USD			30-Sep-2020	30-Sep-2022	Supplier Change Pending		

This page will confirm the changes have been submitted to the Purchasing Department for approval. The appropriate buyer will either accept or reject changes.

# 4. Orders

## 4.1 View Purchase Orders

**Purchase Orders** Multiple PO Change Export

Views

View: All Purchase Orders Go Advanced Search

Select Order: Acknowledge **Request Cancellation** **Request Changes** View Change History

Select PO Number <sup>△</sup>	Rev	Operating Unit	Document Type	Description	Order Date <sup>△</sup>	Buyer	Customer
<input type="radio"/> 5245016	2	Garland ISD	Standard PO	Testing PO Functionality - DO NOT PAY	05-Dec-2013 12:56:45	Booker, Mark A	US

Select Order: Acknowledge **Request Cancellation** **Request Changes**

Select PO Number <sup>△</sup>	Rev	Operating Unit	Document Type
<input type="radio"/> 5245016	2	Garland ISD	Standard PO

Notes: \_\_\_\_\_

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## 4.2 Request Cancellation/Changes

**Order Information**

General		Terms and Conditions		Summary	
Total	34.92	Payment Terms	NET 30	Total	34.92
Supplier	SCHOOL SPECIALTY INC	Carrier		Received	0.00
Supplier Site	APPLETON 2	FOB		Invoiced	0.00
Address	PO BOX 1579 APPLETON, WI 54912	Freight Terms	Prepaid	Payment Status	Not Paid
Buyer		Shipping Control			
Order Date	10:20:32	<b>Ship-To Address</b>			
Description		Address	Purchasing Department 501 S Jupiter Rd Garland, TX 75042		
Status	Open	<b>Bill-To Address</b>			
Note to Supplier		Address	Garland ISD P O Box 469026 Garland, TX 75046-9026		
Operating Unit	Garland ISD				
Sourcing Document					
Supplier Order Number					
Attachments	None				

Once you have selected the PO you would like to cancel. Click the "Show" under Details. This will toggle to "Hide". From here you can type in your reason for cancellation (see highlighted areas) and drop down the "Action" box. Select "Cancel" then "Go".

**PO Details**

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
Hide 1	Goods		457082	PLIERS CANVAS STRETCHING	Each	3	11.64	34.92	Open	

**Shipments**

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Supplier	Split Reason
		Ordered	Received	Invoiced	Ordered	Received	Invoiced				
1	Purchasing Department	3			34.92			30-Jun-2012 23:59:00	30-Jun-2012 23:59:00		

Return to Orders: [Purchase Orders](#)

[Actions] [Go] [Export]

**Terms and Conditions**

Payment Terms: NET 30  
Carrier: FOB  
Freight Terms: Prepaid  
Shipping Control:

**Ship-To Address**

Address: Purchasing Department  
501 S Jupiter Rd  
Garland, TX 75042

**Bill-To Address**

Address: Garland ISD  
P O Box 469026  
Garland, TX 75046-9026

**Related Information**

- Receipts
- Invoices
- Payments

Once you select the "Request Cancellation" button, it takes you to this screen. Click "Show" under Details. From here, you type in your reason for cancelling the PO and select submit.

For specific lines, click on the line number to view the details of a line.

Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attachments	Reason
457082	PLIERS CANVAS STRETCHING	Each	3	11.64	34.92				Open		quoteNumber 7772353628 shipSourceType INTERNAL		

Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
11.64			34.92	30-Jun-2012 23:59:00	30-Jun-2012 23:59:00					Open			Cancel

[Cancel] [Cancel Entire Order] [Printable View] [View Change History] [Export] [Submit]

### 4.3 Purchase Order Cancellations/Changes

**Select Order:** Acknowledge | Request Cancellation | **Request Changes** | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	<a href="#">5192385</a>	1	Garland ISD	Standard PO		Jan-2012 09:36:39	<a href="#">Rogers, Beverly</a>	USD	7,221.36	Closed
<input type="radio"/>	<a href="#">5192367</a>	0	Garland ISD	Standard PO		Dec-2011 13:18:16	<a href="#">Rogers, Beverly</a>	USD	6,486.95	Open
<input type="radio"/>	<a href="#">5192320</a>	0	Garland ISD	Standard PO		Dec-2011 08:52:39	<a href="#">Moore, Kay R</a>			
<input type="radio"/>	<a href="#">5192316</a>	0	Garland ISD	Standard PO		Dec-2011 08:51:13	<a href="#">Moore, Kay R</a>			
<input type="radio"/>	<a href="#">5192067</a>	1	Garland ISD	Standard PO		Dec-2011 15:55:53	<a href="#">Moore, Kay R</a>			
<input type="radio"/>	<a href="#">5192069</a>	0	Garland ISD	Standard PO		14-Dec-2011 14:08:20	<a href="#">Moore, Kay R</a>			
<input type="radio"/>	<a href="#">5191893</a>	0	Garland ISD	Standard PO		13-Dec-2011 12:14:59	<a href="#">Lester, Linda P</a>			
<input type="radio"/>	<a href="#">5191892</a>	0	Garland ISD	Standard PO		13-Dec-2011 12:14:58	<a href="#">Moore, Kay R</a>			
<input type="radio"/>	<a href="#">5191889</a>	0	Garland ISD	Standard PO		13-Dec-2011 11:32:52	<a href="#">Moore, Kay R</a>	USD	660.00	Closed
<input type="radio"/>	<a href="#">5191886</a>	0	Garland ISD	Standard PO		13-Dec-2011 11:31:29	<a href="#">Lester, Linda P</a>	USD	794.88	Closed
<input type="radio"/>	<a href="#">5191885</a>	0	Garland ISD	Standard PO		13-Dec-2011 11:31:28	<a href="#">Moore, Kay R</a>	USD	1,638.02	Closed
<input type="radio"/>	<a href="#">5191873</a>	0	Garland ISD	Standard PO		13-Dec-2011 10:39:54	<a href="#">Moore, Kay R</a>	USD	134.90	Closed

**General Information**

Total Supplier: [Redacted]  
 Supplier Site Address: [Redacted]  
 Buyer: [Rogers, Beverly](#)  
 Order Date: 16-Dec-2011 13:18:16  
 Status: Open  
 Organization: Garland ISD  
 Supplier Order Number: [Redacted]  
 Attachments: None

**Terms and Conditions**

Payment Terms: NET 30  
 Carrier: FOB  
 Freight Terms: Prepaid  
 Shipping Control

**Ship-To Address**

Address: South Garland High School  
 600 Colonel Drive  
 Garland, TX 75043

**Bill-To Address**

Address: Garland ISD  
 P O Box 469026  
 Garland, TX 75046-9026

**PO Details**

**TIP** You can cancel the entire order or specific lines.  
**TIP** Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Details	Line	Type	Item/Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Status	Global Agreement	Supplier Config ID	Attach
<a href="#">Show</a>	1	Goods			1336819	#1336819: Computer Workstation 60W/x30x24-32H Bretford Quattro Voltea Table - Grey/Quartz (contact Dorothy Foster 972.926.2700 x 60509)	Each	11	462.55	5,088.05				Open			
<a href="#">Show</a>	2	Goods			672281	#672281: Computer	Each	2	328.45	656.90				Open			



### 4.3 Purchase Order Cancellations/Changes continued

Currency=USD

Actions: Request Changes (dropdown), Go, Export

**Order Information**

**General**

Total Supplier: [Redacted]

Supplier Site Address: [Redacted]

Buyer: [Moore, Kay R](#)

Order Date: 27-Mar-2012 10:31:18

Description Status: Open

Note to Supplier Operating Unit: Garland ISD

Sourcing Document Supplier Order Number Attachments: None

**Terms and Conditions**

Payment Terms: NET 30

Carrier: FOB

Freight Terms: Prepaid

Shipping Control

**Ship-To Address**

Address: Herfurth Elementary School  
7500 Miller Road  
Rowlett, TX 75088

**Bill-To Address**

Address: Garland ISD  
P O Box 469026  
Garland, TX 75046-9026

**Request Changes** dropdown menu:

- Request Changes
- Request Cancellation
- View Change History
- View PDF
- View Receipts
- View Invoices
- View Payments
- View Shipments

Payment Status: Not Paid

**Callout Box:** Once you have selected the PO you would like to modify you will see the drop down "Action" box. Select "Request Change". Select "Go". (See Highlighted areas)

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<a href="#">Show</a> 1	Goods		082489	DICTIONARY CHILD ELECTRONIC/ENGLISH SPEAKING	Each	3	50.99	152.97	Open		

**General Information**

Total Supplier: [Redacted]

Supplier Site Address: [Redacted]

Buyer: [Moore, Kay R](#)

Order Date: 27-Mar-2012 10:31:18

Description Status: Open

Note to Supplier Operating Unit: Garland ISD

Sourcing Document Supplier Order Number Attachments: None

**Terms and Conditions**

Payment Terms: NET 30

Carrier: FOB

Freight Terms: Prepaid

Shipping Control

**Ship-To Address**

Address: Herfurth Elementary School  
7500 Miller Road  
Rowlett, TX 75088

**Bill-To Address**

Address: Garland ISD  
P O Box 469026  
Garland, TX 75046-9026

**PO Details**

You can cancel the entire order or specific lines.  
 Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

[Hide All](#)

Details Line	Type	Item/Job	Item Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier Name	Note to Contractor	Status	Global	Agre
<a href="#">Hide</a> 1	Goods			082489	DICTIONARY CHILD ELECTRONIC/ENGLISH SPEAKING	Each	3	50.99	152.97					Open		

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discour (%)
1	Herfurth Elementary School	3			152.97		01-Apr-2012 23:59	01-Apr-2012 23:59:00		

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Return to View Order Details | Cancel | Cancel Entire Order | Printable View | View Change History | Export | **Submit**

**Callout Box:** Once you have clicked on "Show" it will toggle to the "Hide" view. From here you can change the quantity ordered, change the promised date, provide Supplier Order Line, and provide the reason. You may also enter Additional Change Requests in the text box. Select "Submit". (See Highlighted areas)

## 4.4 Purchase Order History

**You can review Purchase Order History by inputting criteria as listed below and clicking the Go button.**

**You can also export this information in to Excel by selecting the Export button.**

**Once the PO is visible below. You can compare to the Original PO, compare to Previous PO and/or Show all PO Changes, if applicable to the PO.**

PO Number	Rev Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
<a href="#">5200166</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	25-Jun-2012 10:20:21		USD	34.92	<a href="#">Garland ISD</a>			
<a href="#">5200162</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	20-Jun-2012 19:47:18		USD	3.73	<a href="#">Garland ISD</a>			
<a href="#">5199752</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	27-Mar-2012 10:31:17		USD	152.97	<a href="#">Garland ISD</a>			
<a href="#">5199744</a>	0	Garland ISD	<a href="#">Lester, Linda P</a>	27-Mar-2012 09:38:01		USD	23.68	<a href="#">Garland ISD</a>			
<a href="#">5199743</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	27-Mar-2012 09:38:01		USD	127.50	<a href="#">Garland ISD</a>			
<a href="#">5199739</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	27-Mar-2012 09:27:22		USD	155.45	<a href="#">Garland ISD</a>			
<a href="#">5199716</a>	0	Garland ISD	<a href="#">Moore, Kay R</a>	27-Mar-2012 06:52:37		USD	929.55	<a href="#">Garland ISD</a>			
<a href="#">5199718</a>	0	Garland ISD	<a href="#">Garland, Lester P</a>	27-Mar-2012 06:52:37		USD	55.24	<a href="#">Garland ISD</a>			

## 4.5 Supplier Agreements

**Supplier agreements are purchase agreements you have made with the GISD. Click on "Agreements".**

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
<a href="#">5195854</a>	0	No	#65-12 Art Rolls and Construction Paper	<a href="#">Lester, Linda P</a>	07-Feb-2012 13:29:39	USD	32,000.00	5,503.62	09-Feb-2012	28-Feb-2013	Open		

**Once you are in the Supplier Agreements page, you can review the details of those agreements, and the corresponding releases (orders) that have been created for a particular agreement. Use the search criteria to get a summarized list of agreements. For each agreement, you can select to view the releases created to date for that agreement.**

# 5. Shipments

The Shipments Tab allows suppliers to monitor delivery status of approved district purchase orders, review posted and overdue receipts, review return item request and track on-time performance as needed.

The screenshot shows the GSD iSupplier Portal interface. The top navigation bar includes Home, Favorites, Settings, Worklist, and user information (Logged In As: BIDS@GARLANDISD.NET). Below this is a secondary navigation bar with icons for Supplier Home, Orders, Shipments (highlighted with a red arrow), Finance, Product, Administration, Assessments, and Manage Supplier Br... The main content area is titled 'Delivery Schedules' and includes a 'Simple Search' section with fields for Organization, PO Number, Supplier Item, Item Description, Item Number, Ship-To Location, Promised Date, and Need-By Date. A red box highlights these search fields and contains the text: 'The Delivery Schedules tab allows you to view results page and quickly determine deliveries that need to be scheduled and/or deliveries past due. Click the **PO Number** and **Ship To Location** links to view additional details as needed.'

## 5.1 Delivery Status

This screenshot is similar to the previous one, showing the 'Delivery Schedules' page. A red box highlights the search fields and contains the text: 'Within the Delivery Schedules Tab, type in your approved PO Number to view vital details of delivery'. The 'Advanced Search' button is also visible in the top right of the search area.

This screenshot shows the 'Delivery Schedules' page with the search fields filled out. A red box highlights the 'Advanced Search' button and contains the text: 'Click on **Advanced Search** for a more detailed information on Delivery Schedules.' A red arrow points from the text box to the 'Advanced Search' button.

## 5.2 Receipts

The Receipts Tab allows Suppliers to view Overdue Receipts and/or view the details of past due purchase order shipments.

**View Receipts** Export

**Simple Search** Advanced Search

Receipt Number   
 PO Number  (example: 1234)  
 Release Number  (example: 1234-2)  
 Shipment Number   
 Shipped Date

Organization    
 Item Number    
 Supplier Item    
 Item Description   
 Receipt Location

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Within the Receipts Tab, you can enter various search criteria to view receipt details: Receipt Number, Shipped Date, PO Number, Item Number. After entering all relevant search criteria, click **Go** to view all Receipt information as listed below.

**View Receipts** Export

**Simple Search** Advanced Search

Receipt Number   
 PO Number  (example: 1234)  
 Release Number  (example: 1234-2)  
 Shipment Number   
 Shipped Date

Organization    
 Item Number    
 Supplier Item

Go

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

The Receipt Numbers will be listed here. Click on the Receipt Number to view the date/time of each receipt as needed.

### Notes:

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### 5.3 Returns

The Returns Tab allows Suppliers to view the return history, the causes for goods returned by the buying company, and inspection results of a shipment.

Enter ALL relevant search criteria within the provided fields such as: Receipt Number, Purchase Order Number, Item Description. The Search Summary results will include basic information along with details about the return, such as quantities and reason for return.

### 5.4 Overdue Receipts

The Overdue Receipts Tab allows Suppliers to view any receipts that are overdue.

### 5.5 On-Time Performance

The On-Time Performance Tab provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries.

Enter the Receipt Number and/or the Purchase Order Number and click **Go** to view vital details as needed to evaluate performance of shipments

# 6. Administration

The **Administration Icon** allows you to see your companies' information which was submitted. Here you can also make changes as needed. **General** allows you to view your companies' information such as: Organization, name, Supplier Number, Taxpayer ID

**Administration**

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Surveys

General

Organization Name TEST SUPPLIER FOR GISD USE ONLY

Supplier Number 23120

Alias

Parent Supplier Name

Parent Supplier Number

Country of Tax Registration

## 6.1 Organization

Here you can add any information about your company. Once you have entered in the information Click **Save**

**Organization**

D-U-N-S Number

Legal Structure

Name

Year Established

Incorporation Year

Control Year

Mission Statement

Chief Executive Name

Chief Executive Title

Principal Title

Organization Total

Organization Total Type

Corporate Total

Corporate Total Type

Tax and Financial Information

Tax Registration Num

VAT Number

Fiscal Year End

Federal Agency

Analysis Year

Currency Preference

Annual Revenue

Potential Revenue

For next fiscal year.

Save

## 6.2 Address Book

**Address Book**

Address Name	Address Details	Country	Status	Update	Remove
GARLAND	501 S JUPITER ROAD GARLAND, TEXAS 75042				
GARLAND1	501 S Jupiter Garland, TX 75042				

While still under the Administration Icon, if you click on **Address Book** it takes you to this screen. Here you can view your current available addresses. You can add/remove the addresses. Click on **Save** to make your changes. The Purchasing Department may reject requested changes to the “Address Name” if currently used for an active contract.

Click on **Create** to add addresses. Once this information has been entered click **Save**.

**Update Address**

Supplier Name: TEST SUPPLIER FOR GISD USE ONLY

Country: United States

\* Address Name: GARLAND

\* Address Line 1: 501 S JUPITER ROAD

Address Line 2:

Address Line 3:

Address Line 4:

City: GARLAND

County:

\* State:

Postal Code: 75042

Supplier Number: 23120

Phone Area Code: 972

Phone Number: 487.3009

Fax Area Code: 972

Fax Number: 487.3009

Email Address: Bids@Garlandisd.net

Purchasing Address

Payment Address

RFQ Only Address

**Save**

You can Update the address you selected on the Address Book home page. Once this changes are complete Click **Save**.

### 6.3 Contact Directory

**Contact Directory : Active Contacts**

First Name	Last Name	Supplier Name	Account	Addresses	Update
Super	Tester	TEST SUPPLIER FOR GISD USE ONLY	✓		
test	for screen shots	TEST SUPPLIER FOR GISD USE ONLY			
Test	Supplier	TEST SUPPLIER FOR GISD USE ONLY			
Tanya	Gatewood	TEST SUPPLIER FOR GISD USE ONLY	✓		

From this screen you can view, edit, add or delete your contacts that are set up in the system. You can also add a new contact by clicking **Create**. Each new contact must be unique based on first name, last name, and phone number. Once you have entered in the information click (Save). It will be routed for approval.

The supplier can link the contacts to the appropriate address. Multiple contacts can be created and linked to the appropriate address. Select the person you wish to link then click **Addresses**.

**Contact Directory : Active Contacts**

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Addresses	Update
Super	Tester	TEST SUPPLIER FOR GISD USE ONLY	972-487-3009	BIDS@GARLANDISD.NET	Current	✓		
test	for screen shots	TEST SUPPLIER FOR GISD USE ONLY	214-1234567		Current			
Test	Supplier	TEST SUPPLIER FOR GISD USE ONLY	972-4873085	Mabooker@garlandisd.net	Current			
Tanya	Gatewood	TEST SUPPLIER FOR GISD USE ONLY		tgatewoo@garlandisd.net	Current	✓		

To edit a contacts information Click the **Pencil** in under Update then fill in necessary information on this screen then click **Save**. The changes will be submitted.

**Update Address**

Supplier Name: TEST SUPPLIER FOR GISD USE ONLY

Supplier Number: 23120

Country: United States

Address Name: GARLAND

Address Line 1: 501 S JUPITER ROAD

City: GARLAND

County: GARLAND

State: TEXAS

Postal Code: 75042

Phone Area Code: 972

Phone Number: 487-3009

Fax Area Code: 972

Fax Number: 487-3009

Email Address: Bids@garlandisd.net

Purchasing Address

Payment Address

RFQ Only Address



### 6.3 Contact Directory continued

Administration: Profile Management: Address Book >  
**Contact Directory : Active Contacts**

Create | ...

First Name ^	Last Name ^	Suppl	User Account	Addresses	Update
Super	Tester	TEST S			
test	for screen shots	TEST S			
Test	Supplier	TEST S			
Tanya	Gatewood	TEST SUPPLIER FOR GISD USE ONLY	lgatewoo@Garlandisd.net		

Administration: Profile Management: Address Book > Contact Directory : Active Contacts >  
**Address Associations for Contact** Cancel Save

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
No results found.		

Administration: Profile Management: Contact Directory >  
**Address Associations for Contact** Cancel Save

The addresses associated with the contact can be maintained in this page.

Address Name	Address Details	Remove
<input type="text"/>		

## 6.4 Business Classifications

Still under the **Administration Icon**, Click on **Business Classification**. Here you can update classifications: Applicable, Certificate Number, Certifying Agency, and Expiration Date. Once you have made your selection click **Save**.

Business Classifications

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 27-Sep-2013 By Super Tester 1-Apr-2022

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
05 Alaskan Native Corporation Owned Firm	<input type="checkbox"/>				
12 Local Government	<input type="checkbox"/>				
1A Minority Institutions	<input type="checkbox"/>				
1B Tribally Owned Firm	<input type="checkbox"/>				
1D Small Agricultural Cooperative	<input type="checkbox"/>				
20 Foreign Owned and Located	<input type="checkbox"/>				
27 Small Disadvantaged Business	<input type="checkbox"/>				
2F State Government	<input type="checkbox"/>				
2R Federal Government	<input type="checkbox"/>				
2U Other Not for Profit Organization	<input type="checkbox"/>				
2X For-Profit Organization	<input type="checkbox"/>				
31 Tribal Government	<input type="checkbox"/>				
6D Domestic Shelter	<input type="checkbox"/>				

1. If Minority Owned, check the applicable box and identify the Minority Type and add Certificate Number (if provided), Certifying Agency and Expiration Date
2. If Small Business, check the applicable box and add Certificate Number (if provided), Certifying Agency and Expiration Date
3. If Women Owned, check the applicable box and add Certificate Number (if provided), Certifying Agency and Expiration Date

Whichever classification you choose, it must have the corresponding Certificate in order to be approved.

Select Save and select **Product and Services**.

## 6.5 Products & Services

Here you can add categories that best fit your company. Click **Add**. **THIS STEP IS CRUCIAL, IN ORDER FOR YOUR COMPANY TO RECEIVE NOTIFICATIONS OF UPCOMING BID OPPORTUNITIES.**

Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> SUPPLIES, OFFICE FLORAL	Floral	01-Oct-2013	Approved	
<input type="checkbox"/> CONCESSIONS		07-May-2014	Approved	
<input type="checkbox"/> SOFTWARE, COMPUTER.LIBRARY AUTOMATION	Library Automation	05-Apr-2022	Approved	
<input type="checkbox"/> DONATIONS	Donations	04-Apr-2022	Rejected	
<input type="checkbox"/> DONATIONS	Donations	04-Apr-2022	Rejected	
<input type="checkbox"/> INSTRUCTIONAL MATERIAL		04-Apr-2022	Rejected	
<input type="checkbox"/> FURNITURE		04-Apr-2022	Rejected	
<input type="checkbox"/> FURNITURE		04-Apr-2022	Rejected	

Once here you can select by: Browse All Products & Services & Services, Search for Specific Product & Services

View Sub-Category...

In this example we will Browse All Products & Services. Find Instructional Material and check off Applicable and click **Apply**. By checking off **Applicable**, it will automatically select everything in this Category

Code	Products and Services	View Sub-Category...	Applicable
APPAREL			<input type="checkbox"/>
CONCESSIONS			<input type="checkbox"/>
DONATIONS	Donations		<input type="checkbox"/>
DONATIONS	Donations		<input type="checkbox"/>
EMPLOYEE	Employee		<input type="checkbox"/>
EQUIPMENT, ATHLETIC			<input type="checkbox"/>
EQUIPMENT, AUDIO VISUAL			<input type="checkbox"/>
EQUIPMENT, COMPUTER			<input type="checkbox"/>
EQUIPMENT, FOODSERVICE			<input type="checkbox"/>
EQUIPMENT, INSTRUCTIONAL			<input type="checkbox"/>

Click on the **View Sub Categories Icon**

Code	Products and Services	View Sub-Category...	Applicable
APPAREL			<input type="checkbox"/>
CONCESSIONS			<input type="checkbox"/>
DONATIONS	Donations		<input type="checkbox"/>
DONATIONS	Donations		<input type="checkbox"/>
EMPLOYEE	Employee		<input type="checkbox"/>
EQUIPMENT, ATHLETIC			<input type="checkbox"/>
EQUIPMENT, AUDIO VISUAL			<input type="checkbox"/>
EQUIPMENT, COMPUTER			<input type="checkbox"/>
EQUIPMENT, FOODSERVICE			<input type="checkbox"/>
EQUIPMENT, INSTRUCTIONAL			<input type="checkbox"/>

## 6.5 Products & Services continued

Administration: Profile Management: Product & Services >  
**Add Products and Services: EQUIPMENT, ATHLETIC :null (TEST SUPPLIER FOR GISD USE ONLY)** [Cancel] [Apply]

Code	Products and Services	View Sub-Category...	Applicable
BASEBALL	Baseball		<input type="checkbox"/>
BASKETBALL	Basketball		<input type="checkbox"/>
BLEACHERS	Bleachers		<input type="checkbox"/>
FOOTBALL	Football		<input type="checkbox"/>
GOLF	Golf		<input type="checkbox"/>
GOLF COURSE	Golf Course		<input type="checkbox"/>
GYMNASTICS	Gymnastics		<input type="checkbox"/>
SCOREBOAR...	Scoreboards		<input type="checkbox"/>
SOCCER	Soccer		<input type="checkbox"/>
SOFTBALL	Softball		<input type="checkbox"/>

Once you select View Sub-Category you will see the list of all the codes associated within this Parent Category.

Administration: Profile Management: Product & Services >  
**Add Products and Services: : (TEST SUPPLIER FOR GISD USE ONLY)** [Cancel] [Apply]

Browse All Products & Services  
 Search for Specific Product & Service

**Search**

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code [ ]  
Description [ ]  
[Go] [Clear]

Code	Description	Applicable
No results found.		

In this example we will Search for Specific Products & Services. You can do a search for either Code number or Description.

Administration: Profile Management: Product & Services >  
**Add Products and Services: : (TEST SUPPLIER FOR GISD USE ONLY)** [Cancel] [Apply]

Browse All Products & Services  
 Search for Specific Product & Service

**Search**

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code [library]  
Description [ ]  
[Go] [Clear]

Code	Description	Applicable
No results found.		

As an example we will type in "library", click Go. Then you will see a list of Categories. Click on the one that applies to your products and services then click Apply.

## 6.5 Products & Services continued

Administration: Profile Management: Product & Services >

### Add Products and Services: : (TEST SUPPLIER FOR GISD USE ONLY)

Browse All Products & Services  
 Search for Specific Product & Service

#### Search

Please enter your search criteria and select the "Go" button to see the results. Note that the search is not case sensitive.

Code   
Description

In this view you can select all the Sub Categories that apply to your company. Click **Apply** once you have finished selecting.

Code	Description	Applicable
FURNITURE.LIBRARY	Library	<input type="checkbox"/>
SOFTWARE, COMPUTER.LIBRARY AUTOMATION	Library Automation	<input type="checkbox"/>
EQUIPMENT, INSTRUCTIONAL.LIBRARY AUTOMATION EQUIPMENT	Library Automation Equipment	<input type="checkbox"/>
EQUIPMENT, INSTRUCTIONAL.LIBRARY EQUIPMENT	Library Equipment	<input type="checkbox"/>

### Confirmation

The following Product and Service categories have been added to your profile.

- Library Automation Equipment

[Return to Products and Services](#)

After applying the Sub Categories, Click on **Return to Products and Services** to go back to the main screen.

# 7. Finance

**View Invoices**

From the **Finance Icon** you can look up payment information by using an Invoice Number and PO Number under **View Invoices**.

Simple Search

Invoice Number   
PO Number  (example : 1234)  
Release Number  (example : 1234-2)  
Payment Number   
Invoice Status

Payment Status   
Invoice Amount From  To   
Amount Due From  To   
Invoice Date From  To   
Due Date From (21-Apr-2022)  To

**Go**

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.												

By entering in a PO Number and clicking **Go**. You can access all invoices for that PO. You can also click on the invoice number or payment number for further details. Invoices will be listed here.

**View Payments**

You can type in a PO Number, click **Go** and it will pull up all payment information made on this PO.

Simple Search

Note that the search is case insensitive

Payment Number   
Invoice Number   
PO Number  (example : 1234)  
Release Number  (example : 1234-2)

Status   
Payment Amount From  To   
Payment Date From (21-Apr-2022)  To

**Go** **Clear**

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

# 8. Help

## iSupplier Portal Online Help

Once in the help screen, you can view and select either the Contents, Search, View Topic tabs.

- Introduction to Oracle iSupplier Portal ... [Overview](#)
- Registration..... [About Oracle iSupplier Portal](#)  
[Where to Start](#)
- Navigating and Searching..... [Overview](#)  
[Registering Suppliers](#)  
[Registering Users](#)
- Order Information..... [Using the iSupplier Portal Home Page](#)  
[Setting Up Preferences](#)  
[Searching](#)
- Shipping Information ..... [Order Information](#)  
[Purchase Orders](#)  
[Viewing Purchase Orders](#)  
[Printing Purchase Orders](#)  
[Acknowledging Purchase Orders](#)  
[Submitting Change Requests](#)  
[Splitting Shipments](#)  
[Using Work Confirmations](#)  
[Canceling Orders or Shipments](#)  
[Managing Deliverables](#)  
[Work Orders](#)  
[Agreements](#)  
[Purchase Order Revision History](#)  
[Request For Quotes](#)  
[Viewing Time Cards](#)







Serving the Communities of Garland, Rowlett & Sachse, TX

*Diverse Community - Shared Vision - Exceptional Education*

**Garland Independent School District**

**Purchasing Department**

Phone (972)487-3009/ Fax (972)487-3097

Email: [bids@garlandisd.net](mailto:bids@garlandisd.net)

Mailing Address: PO Box 469026, Garland, Texas 75046-9026

Physical Address: 501 South Jupiter, Garland, Texas 75042